

Principles for Responsible Industry in Delaware Annual Report Information

Facility Information

- 1) Name of facility.
- 2) Name of parent company.
- 3) Facility's location.
- 4) Plant Manager, including telephone & e-mail.
- 5) Contact person(s) for the report, including telephone & e-mail.
- 6) Company/Facility web site.
- 7) Number of employees (full-time equivalents) who currently work at the facility.
- 8) Relevant information on the scale of activity of the facility, including measures that may be or are used as normalizing factors. Examples of potential relevant measures include: Number of employees; Net sales; Product produced (mass/amount/quantity); Total assets.
- 9) Reporting period (e.g., fiscal/calendar year) for information provided (unless otherwise noted).
- 10) Significant changes in size, structure, ownership, or products/services that have occurred in the reporting period.
- 11) New publicly available mission and values statement(s), codes of conduct, statements of economic, environmental, and social policy, and other policies with economic, environmental, or social provisions (e.g., procurement policy). Include date of adoption
- 12) New publicly accessible information or reports about economic, environmental, and social aspects of facility activities and environmental specifications of the products. How to obtain such information and reports.

Commitments

For each commitment the facility has made under the Principles, provide information on progress towards achieving that commitment.

The following table or other format, may be used to present progress towards each goal:

Category: e.g. Energy Usage or Air Emissions			
Aspect: e.g. Fleet Fuel Use or Emissions of Toxics			
	<i>Baseline</i>	<i>2002</i>	<i>Performance Commitment</i>
Calendar Year			
Actual Quantity (per year)			
Measure-ment Units			
Normaliz-ing factor			
Basis for Normalizing Factor	e.g. lbs produced		
Normalized Quantity			

GUIDANCE ON TYPES OF INFORMATION TO SUBMIT

The following gives examples of the types of information which should be submitted for the relevant commitments. Any of this information may also be submitted even if there is no formal commitment associated with it.

Principle 1. Managing through Systems Approaches

Provide information on additions to or changes in the following over the past year:

- 1) Voluntary economic, environmental, and social initiatives to which facility subscribes, including date of adoption.
- 2) Management system programs pertaining to economic, environmental, and social performance.
- 3) ISO 9000 certification.
- 4) Attach a detailed summary of any changes to the facility's Environmental Management System (EMS), including changes to organizational structure and responsibilities for oversight and implementation.
- 5) Summarize EMS assessments conducted during the year.
 - a. Was an EMS audit or other assessment done by an independent third party? If yes, please provide the type (eg ISO 14001 certification), scope and dates.
 - b. Was an internal or corporate EMS audit conducted? If yes, provide the scope and dates.
 - c. Was a compliance audit conducted? If yes, provide the scope and dates and indicate who conducted the audit (e.g. facility staff, corporate group, third party).
 - d. Optional, describe any other audits or inspections that were conducted at your facility.
- 6) When did your facility last conduct a systematic identification and/or review of your environmental aspects? Mo/yr
- 7) In the table below, please provide a narrative summary of progress made toward EMS objectives and targets. You may limit the summary to environmental aspects that are significant and towards which progress has been made during the reporting year.

Environmental Aspect	Progress Made This Year

- 8) ISO 14001 certification?
- 9) Environmental cost accounting –
 - e. Identify any changes in how your facility uses environmental cost information to support internal decision-making?
 - f. Identify any changes to which environmental costs are used (e.g. management costs, resource use, waste disposal, permitting, monitoring, training, auditing , insurance).

- g. If such a system is not in place, are there plans underway to create an environmental cost tracking system? If not, why not? If plans do exist, what steps toward implementation have been made?

Principle 2. Community Involvement

- 1) Briefly describe the public outreach and reporting activities that the facility has conducted during the year. Feel free, but not obligated, to attach supporting materials (e.g. meeting agendas, public announcements). Describe the ways the facility communicated with the local community regarding changes and/or improvements at the facility and the ways the facility gathered input from the community.
- 2) Describe any changes to the notification system for informing the local community regarding conditions caused by the facility that may negatively affect health, safety or the environment.
- 3) Describe any additional mechanism(s) in place to encourage employees to participate in community activities aimed at improving environmental quality, and provide examples of community-oriented environmental activities sponsored by the facility during the reporting period.
- 4) Did your facility conduct training exercises with local firefighters and rescue teams during the reporting period?

Principle 3. Valuing and Protecting Our Workers

- 1) Describe any recognition given internally for outstanding performance of teams, operating units and individuals during the reporting period. Describe any changes to the recognition system.
- 2) Describe any changes to the way the facility's employees are encouraged to take the initiative, submit suggestions for improvement, and to suggest actions or policies to improve efficiency or product quality or reduce the facility's environmental impact.
- 3) Has your facility provided, or provided access to, educational programs in which employees with environmental responsibilities participate to update their skills and knowledge during the reporting period? If yes, give specific examples including number of employees who participated in the programs.
- 4) Describe any changes to the educational and informational programs in which employees participate to update their skills and knowledge and ensure their understanding and implementation of the company/facility's environmental policies? Give specific examples of nature of program, frequency, and percentage of employees reached.

Health and Safety

- 1) Reportable cases (including subcontracted workers) during the reporting period.
- 2) Standard injury, lost day, and absentee rates (including subcontracted workers) during the reporting period.

- 3) Describe any changes in your activities in workplace health and safety, giving examples of specific programs, accomplishments, awards and/or training activities that go beyond the requirements of the law.

Principle 4. Protecting the Environment and the Community

For information which is reported annually through another mechanism, you may use that reporting period as your reference reporting period.

Materials

- 1) Describe any changes to your formal written policy regarding pollution prevention, materials/resource conservation, reduction, reuse and recycling.
 - a. Please also discuss any changes to the specific programs that are in place to ensure that this policy is implemented, giving examples of techniques, practices and procurement methods employees are using to conserve materials/resources (such as product redesign, process modifications, changes in procurement practices, improved housekeeping, training and maintenance, etc.)
 - b. Where possible, quantify the level of materials reduction attributable to each of these pollution prevention methods.
- 2) Progress towards objectives, programs, and targets for materials replacement (e.g., substituting hazardous chemicals with less hazardous alternatives).

Emissions, Effluents, and Waste

- 1) Provide Toxics Release Inventory (TRI) data for the base and last reporting year. Identify progress towards identified objectives.

2)

The following table may prove helpful for presenting chemical release data. Facilities should, however, present the information in the manner they feel best meets their, and their stakeholders', needs:

Chemical	Released			Used for Energy Recovery			Recycled			Treated			Total		
	Base Year	Objective	01	Base Year	Objective	01	Base Year	Objective	01	Base Year	Objective	01	Base Year	Objective	01
Chemical A															
Total															
Normalized for scale of activity															
Chemical B															
Total															
Normalized for scale of activity															
Chemical C															
Total															
Normalized for scale of activity															
Total															
Normalized Total															

- 3) Quantity of non-TRI emissions to air, by type (e.g., NO₂, SO₂, VOCs, and NO_x) and nature (point or non-point) during the reporting period.
- 4) Total waste (for disposal) during the reporting period. Provide definition, destination, and estimation method.
- 5) Quantity of waste returned to process or market (e.g., through recycling, reuse, or remanufacture) by type during the reporting period.
- 6) Quantity of non-hazardous waste sent to landfills during the reporting period.
- 7) Quantity of Hazardous Waste disposed of during the reporting period.
- 8) Quantity of water used, water/wastewater conserved, reduced, or recycled during the reporting period.
- 9) Non-TRI discharges to water, by type (e.g., oils/greases, TSS, COD, BOD) and nature (point or non-point) during the reporting period. Include identification of water bodies into which discharges flow.
- 10) Explain progress on objectives related to minimizing impacts to fish and wildlife from non-contact cooling water intake/discharge systems during the reporting period.
- 11) Greenhouse gas emissions in tons of CO₂ equivalent during the reporting period.

Compliance

- 1) Magnitude and nature of penalties for non-compliance during the reporting period.

Land-Use/Biodiversity

- 2) Changes in the amount of land owned, leased or managed by the facility during the reporting period. Type of ecosystem habitat affected and its status (e.g., degraded, pristine). Changes in the amount of impermeable surface as a percentage of land owned.
- 3) Amount of new habitat protected or restored during the reporting period.

Principle 5. Conserving Energy

- 1) Describe any changes to initiatives to move towards renewable energy sources and energy efficiency.
- 2) Total energy use during the reporting period.
- 3) Amount of electricity purchased, by primary fuel source where known, during the reporting period. Amount self-generated if applicable (describe source).
- 4) Total fuel use during the reporting period. Vehicle and non-vehicle fuel, by type.

Use the following tables if useful.

Electricity	Base Year	2002	Target Year
Purchased			
Self-generated			
Co-generated			
Total Consumption			
Normalized Total Consumption			

Fuel (Include fuel for process heat, co-generated and self-generated electricity)	Base Year	2002	Target Year
Fuel Oil			
Coal			
Natural Gas			
Wood			
Solar			
Other (specify)			
Total			
Normalized Total Consumption			

Vehicle Fuel	Base Year	2002	Target Year
Gasoline (gallons)			
total miles traveled			
gallons per mile traveled			
Diesel (gallons)			
total miles traveled			
gallons per mile traveled			
Natural Gas (m³)			
total miles traveled			
m ³ per mile traveled			
Other (specify fuel units)			
total miles traveled			
units per mile traveled			
Total number of vehicle miles traveled:			